



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District


ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

May 3, 2004

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen 
Chief Administrative Officer

**QUARTERLY REPORT ON APPROVED CONTRACTS UNDER CAO DELEGATED
AUTHORITY**

At the Board of Supervisors meeting held July 28, 1992, the Chief Administrative Officer was instructed to report to the Board on approved contracts under the CAO's delegated contracting authority. In keeping with that practice, attached is the report for January 1, 2004 through March 31, 2004.

If you have any questions regarding this matter, or require additional information, please contact me, or your staff may contact Sid Kikkawa of my staff at (213) 974-1133.

DEJ:DIL
SK:AHW:vyg

Attachment

c: Executive Officer, Board of Supervisors
County Counsel

**APPROVED CONTRACTS UNDER THE CHIEF ADMINISTRATIVE OFFICER'S DELEGATED CONTRACTING AUTHORITY
JANUARY 1, 2004 THROUGH MARCH 31, 2004**

CAO APPROVAL	AMOUNT OF CONTRACT/AMENDMENT	CONTRACT TERM	CONSULTANT/ CONTRACTOR	DESCRIPTION
12/30/03*	\$429,093 Maximum Amendment #3	01/15/01 – 06/30/04 Amendment #3	Coplan & Company	To assist the Chief Administrative Office's (CAO) Capital Project/Debt Management Section by providing consulting services in the planning and management of implementation of a vendor solution for the asset management system. Contract was amended to extend the term from 12/31/03 to 06/30/04.
12/31/03*	\$4,166.67 per month, plus reimbursement of reasonable expenses not to exceed \$425 per month (\$50,000 Maximum and total expenses not to exceed \$5,100) Amendment #3	05/01/01 – 01/31/04 Amendment #3	Robert C. Cline Company & William P. Duplissee and Associates	To provide the CAO's Intergovernmental Relations branch with professional services in legislative advocacy and government affairs related to the County's lobbying efforts in Sacramento, California. Contract was amended to extend the term from 12/31/03 to 01/31/04 and replaces an existing contract with a new agreement containing the same scope of work and compensation terms, but with updated language on insurance and other Board policies, such as Child Support, consideration of Greater Avenues for Independence (GAIN) participants, use of recycled paper, etc.
01/15/04	\$4,166.67 per month, plus reimbursement of reasonable expenses not to exceed \$425 per month (\$50,000 Maximum and total expenses not to exceed \$5,100) Amendment #4	05/01/01 – 02/29/04 Amendment #4	Robert C. Cline Company & William P. Duplissee and Associates	To provide the CAO's Intergovernmental Relations branch with professional services in legislative advocacy and government affairs related to the County's lobbying efforts in Sacramento, California. Contract was amended to extend the term from 01/31/04 to 02/29/04.
01/21/04	\$87,035 Maximum	01/22/04 – 12/31/04, may be extended on a month-to-month basis not to exceed one year	Fuller, Coe & Associates	To prepare a conceptual feasibility study that determines how the operational effectiveness of the Coroner's Operations and Forensic Laboratory Bureaus can be improved within the budgetary and space restraints.
02/02/04	\$1,500 per project plus \$0.95 per parcel to be noticed and balloted – not to exceed \$500,000 Maximum	02/02/04 -12/31/05	Martin & Chapman Co.	To provide as-needed ballot preparation, noticing, mailing, and ballot tally services for new and increased property assessment proposals subject to the provisions of Proposition 218.
02/02/04	\$25,000 Maximum	02/03/04 – 12/02/04, may be extended on a month-to-month basis not to exceed one year	Richard A. Neustein	To provide appraisal services and reports to the County.
02/02/04	\$25,000 Maximum	02/03/04 – 12/02/04, may be extended on a month-to-month basis not to exceed one year	R. P. Laurain & Associates, Inc.	To provide appraisal services and reports to the County.

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02/20/04	\$415,000 Maximum	02/21/04 – 06/30/04	Linbar and Associates, Inc.	To assist the Department of Health Services with accreditation preparation services for the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) review.
02/25/04	\$46,960 Maximum	02/26/04 – 06/30/05	Sapphos Environmental, Inc.	To provide environmental consulting services to the County in support of the development of the County's Brownfields Policy.
02/27/04	\$4,166.67 per month, plus reimbursement of reasonable expenses not to exceed \$425 per month (\$50,000 Maximum and total expenses not to exceed \$5,100) Amendment #5	05/01/01 – 06/30/04 Amendment #5	Robert C. Cline Company & William P. Duplissee and Associates	To provide the CAO's Intergovernmental Relations branch with professional services in legislative advocacy and government affairs to assist in the County's lobbying efforts in Sacramento, California. Contract was amended to extend the term from 02/29/04 to 06/30/04.
03/08/04	\$307,082 Maximum	03/09/04 – 07/31/04, may be extended on a month-to-month basis not to exceed one year	Titan Corporation	To develop a geographic information system (GIS) to assist the County in assessing threat, vulnerabilities and capabilities in relations to the State Homeland Security Assessment and Strategy Program in accordance with Federal Department of Homeland Security requirements. The contractor will also provide a system training course and vulnerability assessment training.
03/12/04	\$545,099 Maximum	03/13/04 – 09/01/04, may be extended on a month-to-month basis not to exceed one year	Systems Research and Applications Corporation	To design, develop, support and facilitate a series of joint Los Angeles Sheriff Department and County Fire exercise events tailored to emphasize chemical, biological, radiological, nuclear and explosive weapons of mass destruction incidents in the Los Angeles County Operational Area. These exercises will include training and exercise objective oriented toward the functions, tasks and activities of the Los Angeles Terrorism Early Warning Group, the Sheriff's Area Command Teams and the County's Fire's Incident Management Teams.
03/17/04	\$50,5723.08 Maximum	03/18/04 – 06/30/05	Sapphos Environmental, Inc.	To provide environmental consulting services in the preparation of a National Register of Historic Places Nomination Package in support of the Hollywood Bowl Performing Arts Complex.
03/18/04	\$486,000 Maximum	03/19/04 – 06/30/05	Bottega Management Group	To provide management consulting services for the construction and implementation of the Hollywood Bowl Shell Rehabilitation and Acoustical Improvement project.

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03/26/04	\$203,000 Maximum (increase of \$40,000) Amendment #5	05/17/02 – 12/31/04 Amendment #5	Altmayer Consulting, Inc.	To assist in the development of the Los Angeles County Report Card. Contractor will assist in identification of community indicators and departmental performance measures in areas of economics, environment, social well-being, recreational and cultural impact areas, and will pursue other performance measurement efforts. Contract was amended to extend the term from 03/31/04 to 12/31/04, increase compensation, expand the scope of work to include the provision for a lead consultant's experienced guidance in the continued rollout of the Performance Counts! (PC!) performance measurement framework and assist in the implementation of a pilot project to align PC! with budget programs for five to seven County departments.
03/26/04	\$115,000 Maximum (increase of \$26,000) Amendment #5	12/21/01 – 12/31/04 Amendment #5	Morwin, Inc.	To assist in the further implementation and revision of the County Strategic Plan, establishment of a Guiding Coalition (GC), development of relevant performance measures, and improving the linkage between the County's Management and Appraisal and Performance Plan and the Strategic Plan. Contract was amended to extend the term from 03/31/04 to 12/31/04, increase compensation and expand scope of work to include continued expert strategic planning and management support and guidance to the CAO and GC.
03/26/04	\$86,000 Maximum (increase of \$20,000) Amendment #4	04/09/02 – 12/31/04 Amendment #4	Alan M. Glassman	To assist with further development of, and provide guidance to, the GC to carry out their responsibilities as delineated in the Charter for Change, including development of processes to manage Strategic Plan amendments and implementation, preparation of agendas for future GC sponsored meetings/conferences, and guidance on performance measurement. Contract was amended to extend term from 03/31/04 to 12/31/04, increase compensation and expand scope of work to include continued expert strategic planning and management support and guidance to the CAO and GC.
03/29/04	\$70 per hour (10 hours per month) plus reimbursement of travel expenses. If services provided in any month exceed 10 hours, the additional hours are reimbursed at \$70 per hour, not to exceed a monthly total of \$1,500 for the additional hours	05/01/04 – 04/30/05	Mishal Montgomery & Associates	To provide specialized administrative and consulting services to the Fourth Supervisorial District for the Area Energy Development Project and progress of the Significant Ecological Update to the County General Plan in Rowland Heights.

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03/29/04	\$70 per hour (15 hours per month). If services provided in any month exceed 15 hours, the additional hours are reimbursed at \$90 per hour, not to exceed a monthly total of \$2,000 for the additional hours	03/29/04 – 06/30/04 with an automatic extension for an additional period extending through 01/31/05, if no written notice of expiration is given by either the County or contractor prior to 07/01/04	E & S Partners, LLC	To provide specialized administrative and consulting services to the Fourth Supervisorial District in regards to press/community relations support, training in support of inter-office communications, office strategic planning support and planning support for the Supervisor's Workers' Compensation Summit.
03/30/04	\$46.35 per hour, \$57,844.80 Maximum (1,248 hours)	03/30/04 – 04/19/05	Debra Mendelsohn	To provide assistance and guidance in regards to media, air quality, environmental policies and intergovernmental relations pertaining to the Los Angeles County and/or involving the Fifth Supervisorial District.

* Agreement forwarded to CAO-Budget Services subsequent to the completion of the second quarter report (10/01/03 – 12/31/03).